OBTAINING A CRIMINAL HISTORY SCREENING
INSTRUCTIONS FOR FLINDERS CLINICAL PSYCHOLOGY POSTGRADUATE STUDENTS

Introduction
Criminal history screening supports education organisations to establish safe learning environments in which adults do not present a threat to the health and well being of children. Criminal history checks establish the suitability of employees and volunteers to work with children and young people.

Criminal history screening is required for persons in prescribed positions or providing any of the following prescribed functions:
- regular contact with children or work in close proximity to children on a regular basis; or
- supervise or manage persons in positions requiring or involving regular contact with children or working in close proximity to children on a regular basis; or
- have access to records relating to children.

Process for obtaining a criminal history screening
From September 1st, 2010 all students applying for a criminal history screening will need to undertake the following steps:

1. Carefully read and understand the Informed Consent Form Guidelines at the following web site: http://www.dcsi.sa.gov.au/services/screening

2. Complete the ‘Child-related employment screening form’, the ‘Vulnerable person-related employment screening’ form, the ‘Disability services employment screening form’, which are available from the following web site: http://www.dcsi.sa.gov.au/services/screening/submitting-your-application-and-payment. There are also Aged and General screening forms. You can choose to complete these if you like as there is only one charge for all applications. The forms should be completed as follows:

   **Section C2 Verifying Officer Declaration and Details**
   - FULL Name of applicant as per identification: Put your full name in here.
   - Name of verifying officer: Mrs Janine Clarke
   - Position: Administrative Officer
   - Organisation: Flinders University
   - Telephone: (W) 8201 2192
   - Email address: janine.clarke@flinders.edu.au
   - Note: If you choose to get someone else who is authorised to complete this section (e.g., JP, police officer) then you should put their details in this section.

   **Section D1 Requesting Organisation**
   - Name of Organisation: Flinders University
   - Business Address: GPO Box 2100
   - Suburb/town: Adelaide
   - State: SA
   - Postcode: 5001

   **Section D2 Requesting Officer/Contact Person**
   - Tick the box if Janine Clarke is your verifying officer and also put in the Alternate contact and email details. Otherwise the requesting officer details should be entered as follows:
   - Title: Mrs
   - Name: Janine Clarke
   - Position: Administrative Assistant
   - Telephone: (W) 8201 2192
   - Email address: janine.clarke@flinders.edu.au
   - Alternate contact: Ms Tracey Quigley
   - Alternate contact email address: tracey.Quigley@flinders.edu.au

   **Section D3 Employment/Placement/Volunteer Details**
   - Commencement date is: 02/03/2015
   - Role Description: Required for clinical psychology student placements and for provisional registration with the Psychology Board of Australia.

3. After the above steps have been undertaken, pay for and lodge all your applications AT THE SAME TIME at any Australia Post outlet within South Australia with EFTPOS facilities. The current cost of checks is
$55.00 (incl. GST) for students. This cost covers all applications provided they are lodged at the same time. Australia Post will collect and lodge your application with DCSI.

3. When the screening process has been completed by DCSI, a letter will be sent to the individual and an email to the Requesting Officer in the School of Psychology confirming clearance.

Please Note: This is the only acceptable method for obtaining a criminal history screening for Psychology courses. A police check obtained from a police station is not acceptable. If you have a current criminal history screening certificate you must obtain a new one if it is more than 3 months old.